

Adding Mileage in the DirectMyCare Web Portal

Mileage Entry

1. Use the calendar to choose the date, (Fig. 01)
2. Choose **Mileage Entry** from the dropdown menu.
3. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.
4. Select **+ADD ENTRY** for the chosen service type.

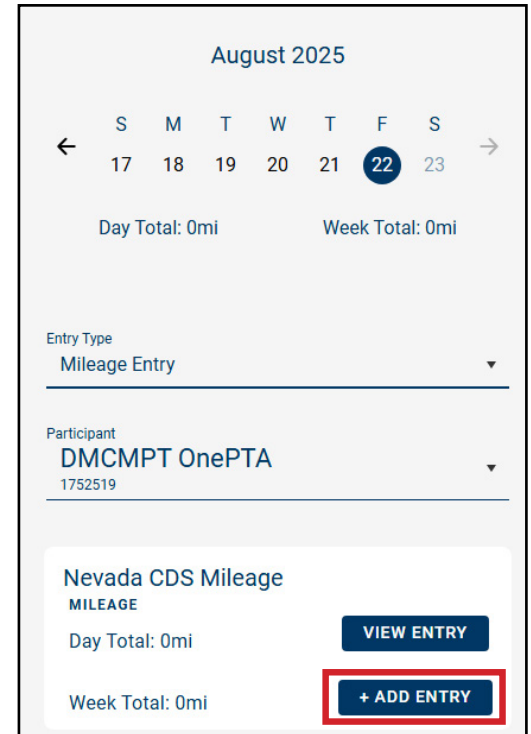


Fig. 01

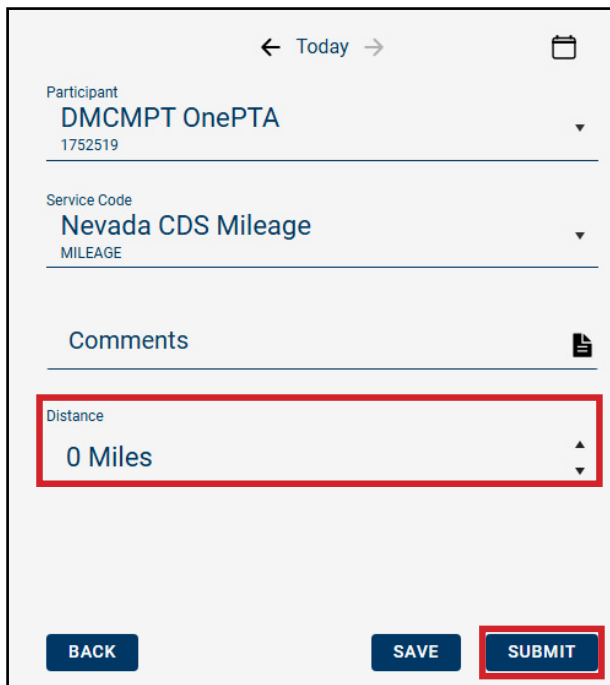


Fig. 02

- Select the icon to add any notes to this entry.
5. Use the up/down arrows to enter the accurate number of miles. (Fig. 02)
 6. Select **SUBMIT** to immediately send your entry for approval. **SAVED** entries will **NOT** be submitted for approval and payment.

Viewing Entries

Nevada CDS Mileage

MILEAGE

Day Total: 0mi

Week Total: 0mi

VIEW ENTRY

+ ADD ENTRY

By selecting **VIEW ENTRY**, you'll see all shifts for the week for that service, along with each shift's status and the total hours (Fig. 03).

Total milelage entered for the week.

To see more details, select the **VIEW** link.

Instead using the back button, you can add a time entry directly from this screen by using the **+ADD** button.

September 2025

S

M

T

W

T

F

S

21

22

23

24

25

26

27

Week Total: 8.5h

MON 9/8

+ ADD

1.5h

READY TO BE PAID

DMCMPT OnePTA

Attendant

VIEW

SUN 9/7

+ ADD

2h

SUBMITTED

DMCMPT OnePTA

Attendant

VIEW

FRI 9/5

+ ADD

1h

READY TO BE PAID

DMCMPT OnePTA

Attendant

VIEW

Fig. 06